

**SUSTAINABILITY PROGRAM COORDINATOR  
MAYOR'S OFFICE**

**SALARY RANGE:** \$24.46-\$32.78 per hour

**CLOSING DATE:** January 27, 2016

**ABOUT THE JOB:**

The City of Beaverton is seeking a highly motivated and qualified individual to coordinate and oversee the city's Sustainability Program. The position requires the ability to discuss sustainability (including environmental, economic, and equity aspects) with city staff, the business community and general public in a professional and courteous manner.

The Coordinator will assist with efforts to prioritize sustainability projects and create a unified strategy. Program components may include: resource management and conservation (energy, water, and land), waste reduction, transportation choices, built environment, climate change and adaptation, greenhouse gas inventories and education. A successful candidate will develop, implement and administer operational and community sustainability program elements, in collaboration with the Solid Waste and Recycling Program, as part of the Office of the Mayor.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Develop outreach, marketing and communication strategies to engage staff, businesses and residents, including printed materials, presentations, website, and other creative communications;
- Develop work plans, timelines and resource allocations for assigned projects and grant funding;
- Assist with the evaluation of programs and initiatives by tracking progress, metrics, analyzing data and reporting results. Monitor progress to ensure objectives are met. Maintains records, files and databases related to program functions and activities;
- Assist in developing and monitoring program budget; apply for and manage grants to support the implementation of sustainability goals and objectives;
- Serve as liaison between groups as required, attend and facilitate meetings, potentially including a community advisory board and internal green team;

- Increase awareness of sustainability initiatives, through participation in civic, neighborhood or professional group activities;
- The position may work with department directors, division and program managers, and other staff, but does not have any direct supervision of any one position. The job may have an occasional responsibility to coordinate the work of interns or temporary program staff;
- Support and respect diversity in the workplace.

**TO QUALIFY:**

Requires a Bachelor's degree in sustainability, natural resource management, sustainable development, environmental studies or a related field and two years experience in sustainability, with emphasis on outreach to and working with public and citizen groups, or an equivalent combination of education and experience.

Requires a valid driver's license and the ability to meet the City's driving standards.

**HOW TO APPLY:**

Applications may be completed on our website at [www.BeavertonOregon.gov](http://www.BeavertonOregon.gov) or by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, P.O. Box 4755, Beaverton, OR 97076.

**VETERANS' PREFERENCE:**

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veteran's Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veteran Affairs, unless the information is included in the DD Form 214 or 215. Veterans' Preference documentation must be submitted with your application.